

ExtendedStudies

Continuing Education and Professional Development
from the **University of Nevada, Reno**

Your 2010-11 Course Guide

**Explore
new career
horizons!**

Advanced Management

Business Computer Skills

Business Leadership

Caregiving Essentials

Fundraising

Graphics Professional

Human Resources
Management

Learning Professional

Project Management

Social Media Marketing

Supervisory Management

and much more...



Fresh career perspectives, marketable skills, new options.

In today's climate of change, the need for professional development has never been greater. Established businesses need employees who can multi-task with a variety of job skills. Emerging companies look for leaders who are innovators with creative solutions to get the job done. Whether you need new tools for the job you have today or marketable skills for a new career tomorrow, Extended Studies can help, with new and time-tested programs taught by expert faculty. Register today and develop your skills in a wide range of topics for immediate, real-world application — **to improve your business, your career and your life.**

Take the time to change your life.

Build skills and earn substantial university credentials to enhance your professional qualifications, strengthen your current position, move up the corporate ladder, increase your options or guide you on a new career path. We'll help you do it on your terms.

How much time can you spend to change your life this year?

One day

Strengthen your résumé and develop your presentation and interview skills with **Business Writing for Results, Problem Solving: Creating Solutions, Influence, Negotiation and Persuasion, Beginning InDesign®** and more.

Two days

Hone your management skills and earn PHR/SPHR recertification credits in such courses as **HR Leadership: Becoming a Business Partner, Impacting and Influencing Organizational Strategy, and Effective Communication Skills in the Workplace.**

Weekends

Earn a tangible educational credential that can help you advance in one of the nation's fastest-growing fields with the **Paralegal Studies Certificate Program**, or acquire skills to expand your current position or prepare for another in **Graphics Professional Series** courses.

Evenings

Transform your marketing approach with the new **Social Media Marketing Certificate**, gain knowledge to lead and manage any type of project in **Project Management Essentials Certificate** courses, study the latest green building and sustainability technologies in the new **Energy Management Certificate Program**, prepare for national certification in the **PHR/SPHR Study Program** or master the art of mobilizing others with **The Leadership Challenge® Workshop**.

Weekdays

Discover resources for professional and family caregivers in the new **Caregiving Essentials Certificate** offered in partnership with the University's Sanford Center for Aging, join leaders from the Association of Fundraising Professionals for the new **Fundraising Professionals Certificate** or develop advanced HR strategies with industry experts in the new **Senior Manager in Human Resources Professional Certificate**.

Look inside or visit us on the web for these courses and many more.

Class locations

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit our website.

Added value — lunch and parking

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for Extended Studies professional development courses held on the main University campus include parking near the Continuing Education Building. Additional information about permits and parking availability for Extended Studies registrants will be included in confirmation letters sent prior to class. Parking is free at Redfield Campus without a permit.

\$SAVE! Discounts available for many courses!

Look inside for early-bird discounts and registration deadlines; see course descriptions online. See our course catalog or call Extended Studies about discounts available for multiple registrations from the same organization, and for individuals registering for all the required courses at the same time for one multiple-course certificate program in Project Management, Human Resources Management or Supervisory Management.

For full course descriptions, certificate program requirements, course locations and cancellation and refund policies or to request an Extended Studies course catalog, visit www.extendedstudies.unr.edu or call (775) 784-4062 or 1-800-233-8928. Early registration is encouraged.

Course Series and Certificate Programs

In addition to one- and two-day courses, Extended Studies offers a diverse selection of leading-edge professional development certificate programs and course series held over several days, weeks or months — with some available anytime online!

Course Series and Certificate Programs

- Advanced Management Program
- **NEW!** Business Computer Skills Series
- **NEW!** Business Leadership Fundamentals
- **NEW!** Caregiving Essentials Certificate
- **NEW!** Energy Management Certificate
- Excellence in Nonprofit Management Institute
- **NEW!** Fundraising Professionals Certificate
- Graphics Professional Series
- Human Resources Management Certificate
- The Leadership Challenge Workshop
- **NEW FORMAT!** Learning Professional Certificate
- Legal Research for Paralegals and Legal Assistants
- Legal Writing for Paralegals and Legal Assistants
- Paralegal Studies Certificate Program
- Paramedic Management Certificate Program
- Professional in Human Resources (PHR/SPHR) Study Program
- Project Management Essentials Certificate
- **NEW!** Senior Manager in Human Resources Professional Certificate
- **NEW!** Social Media Marketing Certificate
- Supervisory Management Certificate

Ask about discounts available for multiple registrations from the same organization!

Online Certificates

- LearnLaw
- Project Management
- Purchasing Management
- Six Sigma Green Belt and Black Belt

Register today!

**www.extendedstudies.unr.edu
(775) 784-4062 or 1-800-233-8928**



Extended Studies
University of Nevada, Reno



Listed alphabetically under each heading, Extended Studies professional development courses may be taken independently and require no formal admission to the University.

Take courses individually, or custom build a Management Certificate with five **Human Resources** or **Supervisory Management** core courses and five **Certificate Electives**. You may also combine three **Project Management Essentials** courses to earn the 45-hour program certificate, three **Social Media Marketing** courses to earn the 30-hour certificate, or three **Learning Professional** courses to earn the 48-hour certificate. The new 10-course **Senior Manager in Human Resources Professional Certificate** offers an advanced option for HR professionals.

You may also choose from our complete, multiple-session **Certificate Programs** in such areas as Energy Management, Fundraising or Paralegal Studies.

HUMAN RESOURCES MANAGEMENT

Compensation and Benefits*

Sept. 29, 2010; Wed., 9 a.m.-4 p.m.
Sched. #: 104CHR104 / \$195 / Instr.: Wheeler
Jan. 26, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 111CHR104 / \$195 / Instr.: Wheeler

Employee Relations*

Oct. 14, 2010; Thurs., 9 a.m.-4 p.m.
Sched. #: 104CHR102 / \$195 / Instr.: McNamara
Feb. 23, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 111CHR102 / \$195 / Instr.: McNamara

Employment, Placement and Practices*

Dec. 7, 2010; Tues., 9 a.m.-4 p.m.
Sched. #: 104CHR101 / \$195 / Instr.: Jensen
April 7, 2011; Thurs., 9 a.m.-4 p.m.
Sched. #: 111CHR101 / \$195 / Instr.: Jensen

Human Resources Training and Development*

Nov. 17, 2010; Wed., 9 a.m.-4 p.m.
Sched. #: 104CHR103 / \$210 / Instr.: McNamara
March 16, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 111CHR103 / \$210 / Instr.: McNamara

Legal Aspects and Liability Issues for Employers*

Oct. 21-22, 2010; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 104CSM102 / \$325 / Instr.: Hall
Feb. 10-11, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM102 / \$325 / Instr.: Hall

SUPERVISORY MANAGEMENT

Effective Communication Skills in the Workplace*

Nov. 4-5, 2010; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 104CSM101 / \$325 / Instr.: Zimmerman
March 3-4, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM101 / \$325 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Oct. 21-22, 2010; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 104CSM102 / \$325 / Instr.: Hall
Feb. 10-11, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM102 / \$325 / Instr.: Hall

Managing and Supervising People*

Jan. 27-28, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM103 / \$325 / Instr.: Hernandez
June 2-3, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 113CSM103 / \$325 / Instr.: Hernandez

Performance Management*

Sept. 30-Oct. 1, 2010; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 104CSM104 / \$325 / Instr.: Sanders
March 31-April 1, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM104 / \$325 / Instr.: Sanders

Strategies for Understanding Financial Statements*

Dec. 10, 2010; Fri., 9 a.m.-4 p.m.
Sched. #: 104CSM105 / \$195 / Instr.: Kalt
May 6, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 111CSM105 / \$195 / Instr.: Kalt

CUSTOM CERTIFICATE ELECTIVES

NEW! Accounting for Non-Accountants

Sept. 24, 2010; Fri., 8 a.m.-4 p.m.
Sched. #: 104LEAD114 / \$235 / Instr.: Yamamura

Building Morale and Managing Motivation

March 18, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 111CX101 / \$195 / Instr.: Hernandez

Business Etiquette: Creating a Powerful Executive Image

Sept. 22, 2010; Wed., 9 a.m.-4 p.m.
Sched. #: 104LEAD110 / \$195 / Instr.: J. Webb

Business Writing for Results

Oct. 19-20, 2010; Tues.-Wed., 9 a.m.-noon
Sched. #: 104CX132 / \$195 / Instr.: Brown
May 19-20, 2011; Thurs.-Fri., 9 a.m.-noon
Sched. #: 111CX132 / \$195 / Instr.: Brown

Conducting Successful Interviews*

Oct. 7, 2010; Thurs., 9 a.m.-4 p.m.
Sched. #: 104CX106 / \$195 / Instr.: Jensen
June 7, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 113CX106 / \$195 / Instr.: Jensen

Critical Skills for Supervisors: Managing Today's Workforce*

Nov. 19, 2010; Fri., 9 a.m.-4 p.m.
Sched. #: 104CX222 / \$195 / Instr.: Hernandez

Decisions, Decisions, Decisions*

March 22, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 111CX207 / \$195 / Instr.: Minarik

Delegating Efficiently and Effectively*

Feb. 4, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 111CX225 / \$195 / Instr.: Frenkel

Effective Discipline and Documentation*

Feb. 15, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 111CX111 / \$195 / Instr.: Jensen
July 14, 2011; Thurs., 9 a.m.-4 p.m.
Sched. #: 113CX111 / \$195 / Instr.: Jensen

Employee Orientations: From Design to Implementation*

March 8, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 111CX108 / \$195 / Instr.: Jensen
Aug. 16, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 113CX108 / \$195 / Instr.: Jensen

Employee Retention Tactics that Work*

May 4, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 111CX204 / \$195 / Instr.: McNamara

Gender and Business

Dec. 2-3, 2010; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 104LEAD108 / \$325 / Instr.: J. Webb

NEW! Improving Productivity: Doing More with Less

Nov. 5, 2010; Fri., 9 a.m.-4 p.m.
Sched. #: 104LEAD118 / \$195 / Instr.: E. Webb

NEW! Influence, Negotiation and Persuasion

Sept. 23, 2010; Thurs., 9 a.m.-4 p.m.
Sched. #: 104LEAD115 / \$195 / Instr.: Hansler

NEW! Introduction to the Green Economy

Oct. 16 and 23, 2010; Sat., 8:30 a.m.-12:30 p.m.
Sched. #: 104CEM102 / \$239 / Instr.: Gamboa

Introduction to Governmental Accounting

Oct. 15, 2010; Fri., 9 a.m.-4 p.m.
Sched. #: 104PD135 / \$195 / Instr.: Kalt

NEW! Listening in the Workplace*

Feb. 24, 2011; Thurs., 9 a.m.-4 p.m.
Sched. #: 111CX234 / \$195 / Instr.: Zimmerman

Lobbying and the Legislature*

Nov. 16, 2010; Tues., 9 a.m.-4 p.m.
Sched. #: 104CX151 / \$195 / Instr.: McMullen

Planning and Implementing Employee Events and Recognition Programs*

April 20, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 111CX212 / \$195 / Instr.: McNamara

The Power of Coaching: Tapping Human Potential to Maximize Performance and Profits

Dec. 9, 2010; Thurs., 9 a.m.-4 p.m.
Sched. #: 104CX211 / \$195 / Instr.: Prendergast

Problem Solving: Creating Solutions*

Oct. 6, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 104CX230 / \$195 / Instr.: Farmer

April 29, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 111CX230 / \$195 / Instr.: Farmer

Public Sector Human Resources*

Nov. 3, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 104CPM105 / \$195 / Instr.: Morin

NEW! Recession-Proof Your Job

Feb. 18, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 111CX236 / \$195 / Instr.: Prendergast

NEW! Retailer's Edge: Boost Profits Using Shopper Psychology

March 30, 2011; Wed., 9 a.m.-4 p.m.

Sched. #: 111CX235 / \$215 / Instr.: Sanders

Situational Leadership Skills: Knowing What to Do and How to Do It

May 17, 2011; Tues., 9 a.m.-4 p.m.

Sched. #: 111CX208 / \$195 / Instr.: Minarik

Stepping Up to Leadership: Skills for Administrative Assistants

Oct. 8, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 104LEAD111 / \$195 / Instr.: J. Webb

Talking 'til You're Blue? How to Handle Difficult Conversations

Sept. 24, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 104CX228 / \$225 / Instr.: Harmon

April 15, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 111CX228 / \$225 / Instr.: Harmon

Working with the Problem Employee*

Dec. 1, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 104CX128 / \$205 / Instr.: McNamara

May 25, 2011; Wed., 9 a.m.-4 p.m.

Sched. #: 111CX128 / \$205 / Instr.: McNamara

Workplace Violence: Don't Be Blindsided*

(formerly *Strategies for Handling Workplace Violence*)

March 24, 2011; Thurs., 9 a.m.-4 p.m.

Sched. #: 111CX129 / \$195 / Instr.: Frenkel

"I cannot thank you enough for creating this class. This was one of the best classes I have taken in years."

— Theresa Tacner, SPHR
PHR/SPHR Study
Program Graduate



PROJECT MANAGEMENT ESSENTIALS

SOCIAL MEDIA MARKETING

*Courses marked with an asterisk have been approved for six to 18 general or strategic recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.



Managing with MS Project®

Nov. 30-Dec. 2, 2010; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 104CPML202 / \$250 by Nov. 9; \$325 after Nov. 9

Instr.: Baryol

April 19-21, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 111CPML202 / \$250 by April 1; \$325 after April 1

Instr.: Baryol

Project Management: Beyond the Basics

Oct. 26-Nov. 4, 2010; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 104CPML107 / \$585 by Oct. 8; \$695 after Oct. 8

Instr.: Ball and Grundy

March 15-24, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 111CPML107 / \$585 by March 1; \$695 after March 1

Instr.: Ball and Grundy

Project Management Essentials*

Sept. 7-16, 2010; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 104CPML101 / \$585 by Aug. 20; \$695 after Aug. 20

Instr.: Ball

Feb. 8-17, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 111CPML101 / \$585 by Jan. 22; \$695 after Jan. 22

Instr.: Ball

NEW! Inbound Marketing Analytics and Metrics

Nov. 16-18, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104LEAD116 / \$299 by Oct. 29; \$399 after Oct. 29

Instr.: E. Jennings and A. Jennings

NEW! Inbound Marketing Principles and Practices

Oct. 19-Nov. 2, 2010; Tues., 6-9 p.m.

Sched. #: 104LEAD203 / \$299 by Oct. 1; \$399 after Oct. 1

Instr.: Simmons

Introduction to Social Media: New and Social Media Marketing for Busy People

Sept. 14-28, 2010; Tues., 6-9 p.m.

Sched. #: 104LEAD103 / \$299 by Sept. 3; \$399 after Sept. 3

Instr.: Felts

NEW! Social Media Tools: Foundations for Inbound Marketing

Oct. 5-7, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104LEAD117 / \$299 by Sept. 17; \$399 after Sept. 17

Instr.: Crabtree

SENIOR MANAGER IN HUMAN RESOURCES

Prerequisites are required for each Senior Manager in HR Professional Certificate course. Please visit www.extendedstudies.unr.edu for details.

Conducting an Effective Workplace Investigation*

Oct. 27-28, 2010; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 104AHR101 / \$500 / Instr.: Rezac

Developing a Total Rewards Package: Compensation and Benefits*

(formerly *Principles of Total Rewards*)

Dec. 3, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 104AHR105 / \$250 / Instr.: Wheeler

NEW! How to Work with Legal Counsel*

July 22, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 113AHR109 / \$250 / Instr.: Rezac

NEW! Human Resources Leadership: Becoming a Business Partner*

Feb. 16 and March 2, 2011; Wed., 9 a.m.-4 p.m.

Sched. #: 111AHR107 / \$520 / Instr.: Mik

NEW! Remaining Sane While Leading Change*

May 13, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 111AHR108 / \$250 / Instr.: Schultz

The Rules Have Changed: Is Your HR Department in Compliance?*

March 11, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 111AHR103 / \$250 / Instr.: Hall

Safety Issues for Human Resources: Recording and Reporting*

April 13, 2011; Wed., 9 a.m.-4 p.m.

Sched. #: 111AHR104 / \$250 / Instr.: Graham

LEARNING PROFESSIONAL

48-hour certificate for training, HR and organizational development professionals, instructional designers, corporate trainers and performance specialists

NEW! Impacting and Influencing Organizational Strategy*

Nov. 4 and 18, 2010; Thurs., 8 a.m.-5 p.m.

Sched. #: 104TRN103 / \$395 by Oct. 21; \$425 after Oct. 21

Instr.: Vassiliou

NEW! Learning Professional Certificate: Final Project

Feb. 17, 2011; Thurs., 8 a.m.-noon

(plus four hours private coaching)

Sched. #: 111TRN105 / \$225 / Instr.: Vassiliou

NEW! Learning Professional's Tool Kit for Improving Organizational Performance*

Dec. 2, 2010; Thurs.; and Jan. 12 and 19, 2011;

Wed., 8 a.m.-5 p.m. each day

Sched. #: 104TRN104 / \$595 by Nov. 18; \$625 after Nov. 18

Instr.: Vassiliou

Advanced Management Program

Feb. 2-April 27, 2011; select Tues.-Wed., 6-9 p.m.

Sched. #: 111AMP101 / \$1,595 by Jan. 19; \$1,695 after Jan. 19

Instrs.: University of Nevada, Reno faculty

Nevada Municipal and County Clerks Institutes

Beginning: July 25-29, 2011; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m. / Sched. #: 113PD118 / \$850 / Instrs.: TBA

Advanced: July 27-29, 2011; Wed.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m. / Sched. #: 113PD119 / \$500 / Instrs.: TBA

NEW! Caregiving Essentials Certificate

Oct. 6-Nov. 10, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 104CEC101 / \$1,295 by Sept. 17; \$1,495 after Sept. 17

Instr.: Harris

NEW! Energy Management Certificate

Sept. 14-Nov. 16, 2010; Tues., 6-9 p.m.

Sched. #: 104CEM101 / \$1,050 / Instr.: Terrell

Excellence in Nonprofit Management Institute

March 28-April 1, 2011; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m. / Sched. #: 111CNP109 / \$900 by March 4;

\$1,100 after March 4 / Instrs.: Nonprofit management professionals

NEW! Fundraising Professionals Certificate

Oct. 1-15, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 104CFP106 / \$390 AFP members by Sept. 17; \$485 after

Sept. 17; \$490 nonmembers by Sept. 17; \$585 after Sept. 17

Instrs.: Ackerman, Lysakowski and Muller

The Leadership Challenge Workshop

Oct. 26-Nov. 16, 2010; Tues., 5:30-8:30 p.m.

Sched. #: 104LEAD101 / \$395 by Oct. 8; \$495 after Oct. 8

Instr.: Christoffersen

Legal Research for Paralegals and Legal Assistants

Sept. 20-Oct. 7, 2010; Mon. and Thurs., 6-9 p.m.

Sched. #: 104PARA105 / \$399 by Sept. 8; \$449 after Sept. 8

Instr.: Spoo

Legal Writing for Paralegals and Legal Assistants

May 2-19, 2011; Mon. and Thurs., 6-9 p.m.

Sched. #: 111PARA104 / \$425 / Instr.: Spoo

Paralegal Studies Certificate Program

Sept. 11-Dec. 5, 2010; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 104PARA101 / \$1,995 / Instrs.: Bowman and Spoo

Jan. 29-April 10, 2011; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 111PARA101 / \$1,795 by Jan. 14; \$1,995 after Jan. 14

Instrs.: Bowman and Spoo

Paramedic Management Certificate

12-month program starting Jan. 4, 2011

Sched. #: 111CPAR101 / \$9,000 / Instrs.: TBA

Professional in Human Resources (PHR/SPHR) Study Program

Sept. 21-Nov. 30, 2010; select Tues., 4-7:30 p.m.

Sched. #: 104PHR101 / \$1,400

Instrs.: Human resources professionals



"The HR certificate is the most important learning decision I have made considering the current economic climate. I came out with timely, marketable skills."

— David White, Consumables Team Lead, Target
Human Resources Management Certificate Graduate

GRAPHICS PROFESSIONAL

Advanced Photoshop®

Nov. 30-Dec. 9, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104TECH952 / \$349 / Instr.: Welch

Beginning Dreamweaver®

Sept. 14-16, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104TECH955 / \$299 / Instr.: Welch

Beginning Illustrator®

Sept. 21-30, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104TECH957 / \$349 / Instr.: Welch

Beginning InDesign®

Oct. 26-Nov. 4, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104TECH965 / \$349 / Instr.: Welch

Beginning Photoshop®

Oct. 12-21, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 104TECH951 / \$349 / Instr.: Welch

Photoshop® Elements Advanced

Oct. 16 and 23, 2010; Sat., 1-5 p.m.

Sched. #: 104TECH944 / \$99 / Instr.: Welch

Photoshop® Elements Basics

Sept. 11 and 18, 2010; Sat., 1-5 p.m.

Sched. #: 104TECH943 / \$99 / Instr.: Welch

NEW! RAW Processing

Dec. 4 and 11, 2010; Sat., 1-5 p.m.

Sched. #: 104TECH970 / \$99 / Instr.: Welch

Using a Digital Camera

Sept. 11 and 18, 2010; Sat., 8:30 a.m.-12:30 p.m.

Sched. #: 104TECH942 / \$99 / Instr.: Welch

Using Your Digital SLR Camera

Oct. 16 and 23, 2010; Sat., 8:30 a.m.-12:30 p.m.

Sched. #: 104TECH913 / \$99 / Instr.: Welch

Using Your Digital SLR Camera: Advanced

Dec. 4 and 11, 2010; Sat., 8:30 a.m.-12:30 p.m.

Sched. #: 104TECH914 / \$99 / Instr.: Welch

BUSINESS COMPUTER SKILLS

Microsoft Access® Basics

Oct. 5 and 8, 2010; Tues. and Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH310 / \$200 / Instr.: Gage

Microsoft Excel® Advanced

Dec. 17, 2010; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH303 / \$100 / Instr.: Gage

Microsoft Excel® Basics

Oct. 12, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH301 / \$100 / Instr.: Gage

Nov. 16, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH3012 / \$100 / Instr.: Gage

Microsoft Excel® Intermediate

Sept. 21, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH302 / \$100 / Instr.: Gage

Oct. 22, 2010; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH3022 / \$100 / Instr.: Gage

Dec. 14, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH3023 / \$100 / Instr.: Gage

Microsoft Outlook® Basics

Sept. 28, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH307 / \$100 / Instr.: Gage

Microsoft PowerPoint® Basics

Oct. 26, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH308 / \$100 / Instr.: Gage

Microsoft Word® Advanced

Dec. 3, 2010; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH306 / \$100 / Instr.: Gage

Microsoft Word® Basics

Nov. 2, 2010; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH304 / \$100 / Instr.: Gage

Microsoft Word® Intermediate

Sept. 24, 2010; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH305 / \$100 / Instr.: Gage

Nov. 5, 2010; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 104TECH3052 / \$100 / Instr.: Gage

For details and registration, call (775) 784-4062 or visit
www.extendedstudies.unr.edu

Professional Development 2010-11 | Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu or call (775) 784-4062 or 1-800-233-8928.

September 2010

- 7 Project Management Essentials* begins (6 sessions)
- 11 Paralegal Studies Certificate begins (16 sessions)
- 11 Photoshop® Elements Basics begins (2 sessions)
- 11 Using a Digital Camera begins (2 sessions)
- 14-16 Beginning Dreamweaver®
- 14 Energy Management Certificate begins (10 sessions)
- 14 New and Social Media Marketing begins (3 sessions)
- 20 Legal Research for Paralegals and Legal Assistants begins (6 sessions)
- 21 Beginning Illustrator® begins (6 sessions)
- 21 Microsoft Excel® Intermediate
- 21 Professional in Human Resources (PHR/SPHR) Study Program begins (11 sessions)
- 22 Business Etiquette
- 23 Influence, Negotiation and Persuasion
- 24 Accounting for Non-Accountants
- 24 Microsoft Word® Intermediate
- 24 Talking 'til You're Blue?
- 28 Microsoft Outlook® Basics
- 29 Compensation and Benefits*
- 30-Oct. 1 Performance Management*

October 2010

- 1 Fundraising Professionals Certificate begins (3 sessions)
- 5 Microsoft Access® Basics begins (2 sessions)
- 5-7 Social Media Tools
- 6 Caregiving Essentials Certificate begins (6 sessions)
- 6 Problem Solving: Creating Solutions*
- 7 Conducting Successful Interviews*
- 8 Stepping Up to Leadership
- 12 Beginning Photoshop® begins (6 sessions)
- 12 Microsoft Excel® Basics
- 14 Employee Relations*
- 15 Introduction to Governmental Accounting
- 16 Introduction to the Green Economy begins (2 sessions)
- 16 Photoshop® Elements Advanced begins (2 sessions)
- 16 Using Your Digital SLR Camera begins (2 sessions)
- 19-20 Business Writing for Results
- 19 Inbound Marketing Principles/Practices begins (3 sessions)
- 21-22 Legal Aspects and Liability Issues for Employers*
- 22 Microsoft Excel® Intermediate
- 26 Beginning InDesign® begins (6 sessions)
- 26 The Leadership Challenge Workshop begins (4 sessions)
- 26 Microsoft PowerPoint® Basics
- 26 Project Management: Beyond the Basics begins (6 sessions)
- 27-28 Conducting an Effective Workplace Investigation*

November 2010

- 2 Microsoft Word® Basics
- 3 Public Sector Human Resources*
- 4-5 Effective Communication Skills in the Workplace*
- 4 Impacting and Influencing Organizational Strategy begins (2 sessions)
- 5 Improving Productivity: Doing More with Less
- 5 Microsoft Word® Intermediate
- 16-18 Inbound Marketing Analytics and Metrics
- 16 Lobbying and the Legislature*
- 16 Microsoft Excel® Basics
- 17 Human Resources Training and Development*
- 19 Critical Skills for Supervisors*
- 30 Advanced Photoshop® begins (6 sessions)
- 30-Dec. 2 Managing with MS Project®

December 2010

- 1 Working with the Problem Employee*
- 2 Learning Professional's Tool Kit* begins (3 sessions)
- 2-3 Gender and Business
- 3 Developing a Total Rewards Package*
- 3 Microsoft Word® Advanced
- 4 RAW Processing begins (2 sessions)
- 4 Using Your Digital SLR Camera: Advanced begins (2 sessions)
- 7 Employment, Placement and Practices*
- 9 The Power of Coaching
- 10 Strategies for Understanding Financial Statements*
- 14 Microsoft Excel® Intermediate
- 17 Microsoft Excel® Advanced

January 2011

- 4 Paramedic Management Certificate begins
- 26 Compensation and Benefits*
- 27-28 Managing and Supervising People*
- 29 Paralegal Studies Certificate begins (16 sessions)

February 2011

- 2 Advanced Management Program begins (12 sessions)
- 4 Delegating Efficiently and Effectively*
- 8 Project Management Essentials* begins (6 sessions)
- 10-11 Legal Aspects and Liability Issues for Employers*
- 15 Effective Discipline and Documentation*
- 16 HR Leadership: Becoming a Business Partner* begins (2 sessions)
- 17 Learning Professional Certificate: Final Project
- 18 Recession-Proof Your Job
- 23 Employee Relations*
- 24 Listening in the Workplace*

March 2011

- 3-4 Effective Communication Skills in the Workplace*
- 8 Employee Orientations: From Design to Implementation*
- 11 The Rules Have Changed: Is Your HR Department in Compliance?*
- 15 Project Management: Beyond the Basics begins (6 sessions)
- 16 Human Resources Training and Development*
- 18 Building Morale and Managing Motivation
- 22 Decisions, Decisions, Decisions*
- 24 Workplace Violence: Don't Be Blindsided*
- 28-April 1 Excellence in Nonprofit Management Institute
- 30 Retailer's Edge: Boost Profits Using Shopper Psychology
- 31-April 1 Performance Management*

April 2011

- 7 Employment, Placement and Practices*
- 13 Safety Issues for HR: Recording and Reporting*
- 15 Talking 'til You're Blue?
- 19-21 Managing with MS Project®
- 20 Planning and Implementing Employee Events and Recognition Programs*
- 29 Problem Solving: Creating Solutions*

May 2011

- 2 Legal Writing for Paralegals and Legal Assistants begins (6 sessions)
- 4 Employee Retention Tactics that Work*
- 6 Strategies for Understanding Financial Statements*
- 13 Remaining Sane While Leading Change*
- 17 Situational Leadership Skills
- 19-20 Business Writing for Results
- 25 Working with the Problem Employee*

June 2011

- 2-3 Managing and Supervising People*
- 7 Conducting Successful Interviews*

July 2011

- 14 Effective Discipline and Documentation*
- 22 How to Work with Legal Counsel*
- 25-29 Beginning and Advanced Municipal Clerks Institutes

August 2011

- 16 Employee Orientations: From Design to Implementation*



*Courses marked with an asterisk have been approved for six to 18 general or strategic recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.